

Interviewing Skills and Selection Tools

This online seminar (3 modules/ 4 hours each) aims to transfer knowledge and best practices for specialists and managers so they can achieve superior results in the selection processes at professional standards.

Workshop's content

- How do we plan the selection process
- How do we define selection criteria: defining the job profile and the selection criteria
- Competency based recruitment
- Defining competencies in terms of behavioral indicators
- How to analyze, interpret and select the CVs
- Interviewing techniques and methods – behavioral interviewing
- How to ask questions in order to get relevant information
- How to evaluate job and organizational fit
- How to avoid evaluation errors
- Other assessment tools in the selection process: assessment center and psychological testing

Benefits

- The program provides a set of practical tools to be immediately applied in the selection process
- In order to enhance involvement of each participant and appropriate interaction, a set of interactive and practical methods will be used (role playing, group exercises, case studies)
- Feedback for the participants

This program is designed for

- People working in Human Resources: entry level, generalists, specialists and managers
- Department managers involved in the selections process

Over 3500 participants

Program

- 1st day: 9³⁰ - 17⁰⁰
- 2nd day: 9³⁰ - 12⁰⁰

2020 Calendar

- March **12** - **13rd**
- May **21** - **22nd**
- October **08** - **09th**
- November **18** - **20th**

Registration:
consulting@hart.ro

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